

## EXPLANATION REGARDING PREPARATION OF TRAVEL ORDERS

## 1. General:

- a. Sufficient supply of travel orders are being forwarded under separate cover for present usage. You will be resupplied upon receipt of a requisition.
- b. Eleven (11) copies of travel orders on each individual should be submitted to Headquarters for distribution and 1 copy retained in the field.

## 2. Travel orders should be written in conformity with the approved travel request as follows:

- a. Travel Order Number - to be furnished by Headquarters.
- b. Allotment Account Symbol - as applicable.
- c. Name - true name.
- d. Office Phone - not necessary.
- e. Grade and Salary - as applicable.
- f. Title - position title. i.e, Intell. Offr., Ops. Offr., Finan., Offr., Secy.
- g. Official Station - as applicable.
- h. Itinerary - official station to TDY point, number of days TDY; to home leave point for number of days; to TDY point, number of days; and return to O/Station, i.e. 5 days TDY Washington, D. C.; 30 calendar days home leave St. Louis, Missouri; 20 days TDY Washington, D. C.; return to O/Station. (Indirect route of travel should not be included only direct route for official business.)
- i. Purpose - reason for orders, i.e, Home Leave and TDY for Training.
- j. Special Provisions - include any special authorizations, i.e, Unaccompanied baggage each individual (if dependents traveling) to Chicago, Illinois authorized. (Unaccompanied baggage authorized to be sent to home on home leave orders. However, if just TDY involved, unaccompanied baggage authorized only to TDY point.) Travel of dependents wife, Mary, daughter, Jane (age 5 years), son, Thomas (age 2 years) with traveler authorized. (Name, relationship, age of children, should be given.)
- k. Coordination - not necessary.
- l. Estimated Cost - usually \$1500 allowed for traveler, \$1000 each dependent 12 yrs of age or over, \$500 each dependent under 12 years.
- m. Travel to begin on or about - self explanatory. Traveler may travel plus or minus 7 days of this date.
- n. Termination Approximately - self explanatory.
- o. Mode of Travel - self explanatory.

- 2 -

EXPLANATION REGARDING PREPARATION OF TRAVEL ORDERS

- p. Allowance for Privately Owned Automobile, etc. - (A) when traveling alone and no shipment of automobile involved, (b) when traveling with dependents and/or shipment of automobile involved.
- q. Check remaining boxes as applicable.
- r. Name and Title of Authorizing Official - as applicable.
- s. Certification Box - not necessary.

~~SECRET~~

EXPLANATION RE NEW TRAVEL REQUEST FORM

1. Self explanatory
2. Self explanatory
3. Self explanatory
4. Self explanatory
5. The following are a few examples of how this paragraph could be filled out:
  - a. 5 days TDY Washington, D. C.; 30 calendar days home leave; 30 days TDY Washington, D. C.; return to O/Station
  - b. 5 days TDY Washington, D. C.; 30 calendar days home leave; Washington, D. C. PCS
  - c. 30 calendar days home leave; 15 days TDY Washington, D. C.; return to O/Station
  - d. 5 days TDY Washington, D. C; 20 days annual leave; Washington, D. C. PCS
  - e. Washington, D. C. PCS
6. Self explanatory
7. Unaccompanied baggage may be sent to the home leave point or TDY point as the case may be  
Household effects are only authorized to be shipped from PCS point to PCS point. Any deviation where extra expense is involved will be borne by the traveler. Reimbursement may not be claimed for later shipment to official station. It is also advisable to inform returnees to have household goods sent to a storage house, unpacked, and then sent to a street address. The charge for this is reimbursable and rather than have the crates or lift van placed on the street (which is just what happens) and the responsibility of unpacking and moving the furniture left up to the individual, it is more advantageous and practical to have the storage company do it.
8. List legal residence even if home leave is not going to be spent there.
9. Self explanatory

It should be noted that individuals returning on home leave must have accumulated 30 calendar days annual leave and have completed a minimum of 2 years service overseas.

Form to be submitted to Headquarters, in triplicate, 60 days in advance, to insure enough time for approval and return to the field for orders if applicable.

~~SECRET~~

**REQUEST FOR HEADQUARTERS AUTHORIZATION  
OF TRAVEL TO THE UNITED STATES**

It is requested that authorization for my travel be granted based upon the following information:

1. Name, Grade, Title: \_\_\_\_\_
2. Station: \_\_\_\_\_
3. ETD: \_\_\_\_\_ ETA: \_\_\_\_\_ VIA ☐ AIR and/or ☐ SURFACE.
4. Purpose(s): ☐ PCS ☐ TDY ☐ HOME LEAVE ☐ ANNUAL LEAVE.
5. Sequence and Approximate Days Involved Each Status: \_\_\_\_\_
6. Name, Age, Relationship of Dependents to Accompany: \_\_\_\_\_
7. Shipment of: ☐ Personal Automobile  
☐ Unaccompanied Baggage to: \_\_\_\_\_  
☐ Household Effects to: \_\_\_\_\_
8. If HOME LEAVE, Indicate Legal Residence (As set forth in "Residence and Dependency Report"):  
 (1) Overseas PCS Arrival Date: \_\_\_\_\_  
 (2) Accumulated Annual Leave Approximately \_\_\_\_\_ Days.
9. If TDY, State Purpose: \_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

Recommend Headquarters Approval:

Signed for Chief \_\_\_\_\_

25X1C4a

\*\*\*\*\*HEADQUARTERS USE ONLY\*\*\*\*\*

Approved: \_\_\_\_\_

**Special Provisions:**

1. Travel Order # \_\_\_\_\_, Allotment Account # \_\_\_\_\_:
2. Training period \_\_\_\_\_ to \_\_\_\_\_:
3. Other: \_\_\_\_\_

~~SECRET~~

1. NAME \_\_\_\_\_ 2. DATE \_\_\_\_\_
3. ORIGINATING STATION: \_\_\_\_\_ 4. DESTINATION STATION: \_\_\_\_\_
5. Employee is scheduled to Depart \_\_\_\_\_ (Actual Departure time to be furnished by employee upon arrival at destination)
6. Authorized Mode of Travel:
- |                      |                                 |  |
|----------------------|---------------------------------|--|
| _____ Common Carrier | _____ Government Transportation | _____ Privately Owned Auto at _____ cents per mile |
| _____ Air            | _____ Air                       | _____ Not to exceed cost by Common Carrier         |
| _____ Rail           | _____ Motor                     | _____ More Advantageous to the Government          |
| _____ Vessel         | _____ Vessel                    |  |
7. \_\_\_\_\_ Employee due no per diem for duty prior to departure from originating station.  
\_\_\_\_\_ Employee paid per diem through \_\_\_\_\_. Additional per diem pay to time \_\_\_\_\_ (Date and Hour) of departure or to expiration of \_\_\_\_\_ calendar days, whichever is earlier, as follows: \_\_\_\_\_ days at \_\_\_\_\_; \_\_\_\_\_ days at \_\_\_\_\_; and \_\_\_\_\_ days at \_\_\_\_\_.
8. \_\_\_\_\_ No delay enroute has been scheduled. Delay enroute has been scheduled as follows.  
\_\_\_\_\_ Place(s) \_\_\_\_\_ Period(s) \_\_\_\_\_ Purpose(s) (Indicate "Duty" or "Leave")
9. \_\_\_\_\_ Transportation was purchased by government from \_\_\_\_\_ to \_\_\_\_\_ via \_\_\_\_\_ in the amount of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ via \_\_\_\_\_ in the amount of \_\_\_\_\_. Charges transferred to destination on T/A \_\_\_\_\_ dated \_\_\_\_\_. Travel is scheduled via lowest first class accommodations available.
- \_\_\_\_\_ Transportation was purchased by government from \_\_\_\_\_ to \_\_\_\_\_ via \_\_\_\_\_ in the amount of \_\_\_\_\_ of which \_\_\_\_\_ is excess. \_\_\_\_\_ Excess has been paid by employee.  
\_\_\_\_\_ Excess to be collected from employee. Charges transferred to destination on T/A \_\_\_\_\_ dated \_\_\_\_\_.
10. Employee's dependents authorized to travel with employee within one year, as follows: (Give relationship and age of each dependent and, if authorized travel differs from employee's travel in any respect, give details).
11. \_\_\_\_\_ No travel advance was made to employee:  
\_\_\_\_\_ Travel advance was made to employee in the amount of \$ \_\_\_\_\_ and charge transferred to destination station T/A \_\_\_\_\_ dated \_\_\_\_\_.
12. Remarks:

\_\_\_\_\_  
CERTIFYING OFFICER

~~SECRET~~